



# District of Tumbler Ridge

## Contract Opportunity

### Grant Researcher/Writer Services

**Closing Date: 12:00 pm on April 22, 2024**

**Contract Classification:** Grant Researcher/Writer – 2024

---

The District of Tumbler Ridge has a total of \$14,000 to contract services of a Grant Writer in 2024. This project is made possible by grant funding from the Northern Development Initiative Trust. The District of Tumbler Ridge invites proposals from qualified individuals or businesses to provide Grant Researcher/Writer services on a contractual basis. The contract duration is anticipated from May to December 2024.

#### **Scope of Work:**

The selected supplier will be responsible for the following tasks:

1. Demonstrate proficiency in computer literacy, including familiarity with online submissions, Google Drive, and other cloud-based programs.
2. Conduct comprehensive research to identify potential grant opportunities.
3. Facilitate pre-grant application meetings with relevant groups to assess project feasibility, timelines, responsibilities, criteria, and application processes.
4. Lead the grant writing process and oversee submission procedures.
5. Apply for a minimum of \$200,000 in grant funding during the contract.
6. Develop and maintain a system for tracking grant activities and maintaining confidential files.
7. Maintain a comprehensive database of funding agencies and their primary contact information.
8. Track and report on hours worked according to the agreed-upon compensation structure.
9. Report on the funding agencies applied to, documenting each application submitted.
10. Track all grant applications and amounts awarded, maintaining accurate records of successes and rejections.
11. Meet regularly with town staff to provide updates on grant research, application progress, and relevant developments.
12. At the conclusion of the contract, submit a final report to the Economic Development office summarizing grant activities, outcomes, and recommendations for future grant-seeking endeavours.

#### **Working with the District of Tumbler Ridge:**

- *Council is committed to excellence in governance that reflects our citizen's interests, values and goals.*
- *We will strive to deliver quality services in a proactive and responsive manner while ensuring our objectives are clearly communicated by our citizens.*
- *We will strive to strengthen and diversify our economy by balancing public safety, industrial development, environmental responsibility and sustainability.*

## **District Contact**

The District of Tumbler Ridge Director of Economic & Community Development will be the main contact for the Grant Writer position. Project priorities and any contract questions should be directed to them.

Jessie Olsen

Director, Economic & Community Development

Email: [jolsen@dtr.ca](mailto:jolsen@dtr.ca)

## **Proposal Submission:**

Interested individuals or businesses should submit a comprehensive proposal including the following:

- Cover letter detailing qualifications and experience.
- Resume highlighting relevant expertise and past successes.
- Expected compensation on a per-hour basis, not to exceed \$14,000 total.

## **Evaluation Process:**

Proposals will undergo evaluation based on various criteria, including but not limited to:

- Experience and qualifications of the applicant.
- Approach proposed for addressing the scope of work.
- Value-added information provided in the proposal.
- Experience collaborating with local governments, community groups, non-profits, and societies.
- Compatibility of the proposal with the District's values and objectives.

This comprehensive evaluation process ensures alignment with the District's requirements and objectives.

Travel, office expenditures and costs other than wages are ineligible under the contract.

The District of Tumbler Ridge reserves the right to accept or reject any or all proposals, waive irregularities or informalities, and accept the proposal deemed most advantageous to the District.

All proposals must be submitted by **12:00 pm on April 22, 2024**, to the attention of:

HR Coordinator

District of Tumbler Ridge

Box 100

Tumbler Ridge, BC V0C 2W0

Email: [hrcoordinator@dtr.ca](mailto:hrcoordinator@dtr.ca)